



Bay Area Rapid Transit

*Invites applications for*



## Senior Labor Relations Representative

Labor Relations Division of Employee Relations

\$87,000—\$106,000/annually

Depending on qualifications and experience

Post Date: May 25, 2015

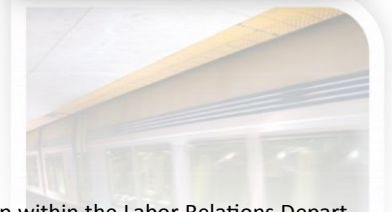
Close Date: June 5, 2015

**An Equal Opportunity Employer** - BART is an equal opportunity employer. Women, minorities, and persons with disabilities are encouraged to apply.

[www.bart.gov/jobs](http://www.bart.gov/jobs)

## THE DEPARTMENT

BART's Labor Relations Department is a critical department within the Employee Relations Executive Office. The District has over 3300 employees with over 88% of them represented by one of five unions including, SEIU, ATU, AFSCME and two unaffiliated police bargaining units. The Labor Relations Department plays a significant role in developing and maintaining strong, positive labor/ management relations. The Department is responsible for managing the negotiations of the collective bargaining agreements, providing professional assistance to District management on labor relations matters, as well as coordinating assigned activities with other divisions, departments and outside agencies.



## THE POSITION

The Office of Employee Relations is recruiting to fill a Senior Labor Relations Rep within the Labor Relations Department. This position is responsible for administering labor relations agreements; interpreting contents of agreements and consulting with union representatives and providing advice to management staff on contractual obligations including disciplinary actions, negotiations, dispute settlement and grievance procedures. This position will also be responsible for preparing a variety of labor relations documents and reports including settlement agreements, memoranda of understanding, side agreements, statistical reports and related documentation.

In order to be successful in this position, the incumbent will need to communicate effectively both verbally and in writing, provide excellent customer service, establish good working relationships with a variety of stakeholders, make sound independent recommendations and decisions with some guidance from other professional staff, and produce accurate results in a timely manner. The incumbent is also expected to be proactive and seek out ways and means to improve daily operations for the benefit of our clients, unit, division and/or department. Work is conducted primarily in an office setting. However, conditions will involve some travel to field sites and participation in meetings or events, which are conducted during the early mornings, evenings, or on the weekend. The incumbent must be willing and able to work when and where needed.

## THE IDEAL CANDIDATE

The successful candidate will demonstrate possession of the minimum qualifications necessary to perform the duties and responsibilities as generally defined above by the current assignment as well as meet the following criteria:

- Experience as a lead/chief negotiator and/or second chair
- Experience supporting public sector labor relations programs including the preparation of arbitrations, grievance handling.
- Interpreting and applying contract obligations contained in bargaining agreements.
- The ability to work effectively in a diverse transportation and/or public sector labor environment.
- Principles and practices of negotiations, grievance/arbitration procedures and conflict resolution.
- Impasse resolution techniques including mediation, rights and interest arbitration.
- Labor Relations costing experience

## MINIMUM QUALIFICATIONS

**Education:** A Bachelor's degree in industrial/labor relations, public administration, business administration, human resources management or a closely related field from an accredited college or university. A graduate degree in industrial or labor relations is desirable.

**Experience:** Three (3) years of (full-time equivalent) verifiable professional labor relations program experience within the preceding five (5) years, which must have included at least one (1) year of contract negotiations experience in one or more assigned labor contracts.

**Other Requirements:** Must be able to work long hours for extended periods

**Substitution:** Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

# BAY AREA RAPID TRANSIT



A job at the San Francisco Bay Area Rapid Transit District (BART) offers the satisfaction of providing an invaluable public service, while accomplishing your own career goals, earning highly competitive pay, and enjoying an unparalleled benefits program. BART, one of America's premier heavy rail public transit systems, is located in the San Francisco Metropolitan area. With over 3,300 employees and an operating budget in excess of \$600 million annually, and headquartered in the heart of downtown Oakland, California, BART has a service area covering the 4 county area of San Francisco, San Mateo, Alameda and Contra Costa, a total population of over 4 million people. BART's current fleet of 669 railcars allows it to achieve an average weekday ridership of over 435,000 passengers throughout its 44 stations. BART, a wonderful career opportunity.

## ESSENTIAL JOB FUNCTIONS

1) Develops policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and practices; and makes recommendations on resolving issues that arise within the union/management relationship.



2) Administers labor relations agreements; interpret contents of agreements and provides advice to management staff on contractual obligations including disciplinary actions, negotiations, dispute settlement and grievance procedures.

3) Prepares or assists in preparation for arbitration, grievance hearings, and skelly (pre-disciplinary due process) hearings; performs related investigations, including but not limited to witness interviews or advising managers in performance of investigations; prepares documents or other physical evidence for use in such proceedings; coordinates scheduling of witnesses; prepares materials to be used or presented; questions and prepares witnesses; coordinates activities with other division staff or legal counsel as required.

4) Participates in and may perform functions of Chief bargaining spokesperson in contract or other negotiations as assigned; drafts and analyzes proposals and performs or obtains related research as assigned; trains bargaining team members; reviews notes taken at bargaining sessions to ensure accuracy.

5) Provides staff assistance to the Labor Relations Manager; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.

6) May plan, prioritize, assign, review and participate in the work of staff responsible for labor relations program operations and activities within the Labor Relations Division of the Department of Human Resources, and ensure work quality and adherence to established policies and procedures.

7) Identifies training needs, develops labor relations training programs, trains supervisors or supervises others in the performance of such duties as assigned.

## BENEFITS

### RETIREMENT PROGRAMS

BART's pension plan is through the California Public Employees' Retirement System (CalPERS), and provides for a 2% @ 62 retirement formula for new employees who are also new to public retirement systems. Newly hired Employees who are members of CalPERS or a reciprocal retirement system will receive the former retirement formula of 2% @ 55.

Deferred Compensation Plan (IRC 457) is offered.

BART does not contribute to Social Security. However, Medicare contributions are made.

### MEDICAL BENEFITS

Choice of HMO & PPO through CalPERS with a current monthly premium of \$134.86. You pay nothing extra for dependents.

### DENTAL BENEFITS

Principal Financial Group. \$2,000 per person per calendar year with no deductible. Covered services are generally provided at 90% and 100%. Orthodontia—lifetime max of \$3,500.

### VISION BENEFITS

Vision Service Plan (VSP). Standard and enhanced plans available.

### VACATION

Three weeks of paid vacation after 1 year of service. Four weeks after five years of service. Five weeks after 15 years of service. Six weeks after 19 years of service.

### HOLIDAYS

Nine paid statutory holidays per year  
Five floating holidays per year

### SICK LEAVE

Twelve days per year

### LIFE INSURANCE

Two times annual base salary. Optional life insurance can also be purchased.

### DISABILITY BENEFITS

Long and short-term disability benefits are provided at no cost to employees.

### OTHER BENEFITS

Education Assistance Program  
Employee Assistance Program  
Free BART Transportation  
Survivor Benefits

## HOW TO APPLY

External applicants may only apply online, at [www.bart.gov/jobs](http://www.bart.gov/jobs). Applicants needing assistance with the online application process may receive additional information by calling (510) 464-6112.

Current employees are strongly encouraged to apply online, either at [www.bart.gov/jobs](http://www.bart.gov/jobs), or on WebBART. Current employees may also apply using a BART paper application by delivering the completed form to the Human Resources Department, or by mailing it to P. O. Box 12688, Oakland, CA 94604-2688.

All applicants must complete the application in full, indicating dates of employment, all positions held, hours worked, and a full description of duties. Online applicants are invited to electronically attach a resume to the application form to provide supplemental information, but should not consider the resume a substitute for the application form itself.

Applications must be submitted (in completed form) by the closing date and time listed on the job announcement.

## SELECTION PROCESS

Applications will be screened to assure that minimum qualifications are met. Those applicants who meet minimum qualifications will then be referred to the hiring department for the completion of further selection processes.

The selection process for this position may include a skills/performance demonstration, a written examination, and/or an individual or panel interview.

The successful candidate must have an employment history demonstrating reliability and dependability; provide copies of certificates, diplomas or other documents as required by law, including those establishing his/her right to work in the U. S.; pass a pre-employment medical examination which includes a drug and alcohol screen, and which is specific to the essential job functions and requirements. Pre-employment processing will also include a background check. (Does not apply to current full-time District employees unless specific job requires additional evaluations)



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